



# The BASO Connection

March 2004

Distributed monthly by the Business & Administrative Systems Office

## About This Newsletter



*The BASO Connection is a monthly newsletter for users working in the systems supported by the Business and Administrative Systems Office (BASO) in HQ Code OCF, including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.*

## Check it Out: New BASO Websites!



The BASO has been designing and re-designing our websites so that they will better serve the HQ user community. We've come up with a suite of sites for the systems supported by the BASO which feature a consistent look and feel and easier navigation within and among the various sites. Check 'em out:

- The BASO portal page: <http://baso.hq.nasa.gov> - you can access this newsletter and all the other sites from here
- Travel Manager: <http://travel.hq.nasa.gov>
- Core Financial SAP and P-Card: <http://corefinancial.hq.nasa.gov> (still under construction)
- Budget Formulation: <http://budgetformulation.hq.nasa.gov>
- Business Warehouse: <http://businesswarehouse.hq.nasa.gov>
- WebTADS: <http://webtads.hq.nasa.gov>

In addition to the usual information, training, and job aids, each website also features a dropdown menu which allows you to easily navigate to the other sites. Comments/suggestions on how to improve our websites? We'd love to hear them! Contact Dave Neumann at [david.neumann@nasa.gov](mailto:david.neumann@nasa.gov).



## WebTADS: The Time Has Come!

WebTADS is up and running! WebTADS (which stands for Web-based Time and Attendance Distribution system) officially replaced TLC as HQ's new, web-based timekeeping system on March 22 (Pay Period 8). NASA's move to a standard, agency-wide timekeeping system is required by the ePayroll

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initiative, and HQ is the 9th “center” to implement WebTADS. WebTADS’ features include:

- Accessible anywhere via the internet (e.g., office, home, and travel destinations)
- Prior pay adjustments and overtime requests must now be processed online
- Leave planning can also be done online

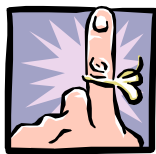
For training and to log onto WebTADS, check out the HQ WebTADS website at <http://webtads.hq.nasa.gov>. The BASO is also available to answer your WebTADS questions at 358-IFMP, Rm 4R49. For work schedule and tour of duty changes, contact your Timesheet Approver or POC.

### Walk-in clinics

The BASO is offering WebTADS walk-in clinics for the upcoming pay period submissions. Simply bring your timesheet question or issue to the BASO Resource Center at Room 4R49 from 8:00 a.m. – 4:30 p.m. on one of the following dates:

- Thursday, April 1
- Friday, April 2
- Thursday, April 15
- Friday, April 16

### Approver alert!



Timesheet approvers must remember to approve their employees' timesheets in WebTADS by 9:00 a.m. EST on the Monday after the pay period closes (April 5 for Pay Period 8)!

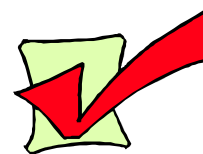


## Travel Manager - Don't Let The Details Fly Away

It is critical that a travel document's accounting information is correctly entered in Travel Manager! Here are some useful tips to make sure that your document is correctly processed:

- Enter the **Account Code Label** in the “Available Accounting Codes” field, and click on the **Retrieve** button. Do **not** click on the **Add New Accounting Code** button
- The **Object Class Code** is required for **all** documents
- All travel documents must have the **Internal Order** field completed. The **Internal Order** for **all** NASA HQ travel documents is FC100200
- When entering the **Object Class** and **Internal Order** in the “Update Accounting Code” page, do **not** change the **Organization** field. This field defaults to “10” and **should not be changed**

A list of current **Travel Manager Account Code Labels** and **Travel Object Classes** are provided on the NASA HQ Travel Manager website at <http://travel.hq.nasa.gov/info.htm>.



## Mind Your PRs

Need to track and monitor Purchase Requisitions? Use Business Warehouse! In BW, you can run reports to display all PRs for your program, office, or contract. Use **BERPT2** to find many useful PR reporting elements, including:

- Funds Center
- Cost Center
- PR Document (now includes the Short Text)
- Document Number (Contract)
- Vendor
- PR Created By
- PR Requisitioner

You can also see all the PRs you've created. Use the different variations of **PRRPT30** to find the status of your PRs, including:

- Amounts
- Counts
- Age

Need help? Contact the BASO!

## BF Capacity Testing



On March 12 and again on March 22, approximately 20 HQ users, along with 250 users from other NASA centers, participated in an ongoing Agency-wide capacity test for the Budget Formulation (BF) System. The capacity test is an effort on the part of the BF Project Office to confirm that the system can support the peak load of agency users. The capacity test required users to log on to BF and complete scripted tasks while personnel at the IFMP Competency Center monitored system response time and performance statistics. The test uncovered some performance issues, and fixes are being applied. Stay tuned for more details and information about additional tests from the HQ BF implementation team.

### What does this mean for my data?

Data entry was not allowed during testing, but may resume now that the planned tests have been completed. All data for this cycle must be entered in **A002, C001**. For more information and detailed job aids, access the Budget Formulation website at <http://budgetformulation.hq.nasa.gov>.



## You'll Flip for FPPS

In the near future, Payroll and HR processing will look a little bit different. As part of the President's Management Agenda, NASA will be transitioning from the NASA Personnel and Payroll System (NPPS) to the Federal Personnel and Payroll System (FPPS). FPPS is run by the Department of the Interior's National Business Center. The new system will be implemented on August 8<sup>th</sup>, 2004. Stay tuned for more information about FPPS!

## BASO Footnotes



Ever wondered what the BASO does all day? In addition to solving problems, answering questions, and conducting workshops, here's a small snapshot of what we've been up to for the past month:

- In February 2004, the BASO logged 780 help desk tickets and trained 49 users in clinics, one-on-one visits, and workshops.
- Dave Neumann, the BASO's IFMP Business Systems Coordinator, is a member of the agency-wide Standard Management Report Team (SMRT). He attended the SMRT's 3-day workshop at the IFMP Competency Center, which focused on identifying issues related to financial reporting and analysis tools, data improvement, and policies.
- BASO staff members Alex Flom and Bobby Thomas, along with members of Code BFD, participated in advanced training on SAP funds distribution at the IFMP Competency Center.
- BASO travel gurus Kathie Karmazin and Barby Birch are active members of two process re-engineering teams that are working towards consistent foreign and domestic travel

processes across the agency. Barby recently seized the opportunity to travel to the IFMP Competency Center to meet with the teams.

## ***BASO Contacts***

The BASO, housed within HQ Code OCF, provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

### **BASO Support Center**

358-IFMP, Room 4R49

Operating Hours: 8am – 4:30pm daily (closed 12pm – 1pm Thursdays)

### **HQ IFMP Business Systems Coordinator**

Dave Neumann – [david.neumann@nasa.gov](mailto:david.neumann@nasa.gov), 358-0459

### **Business Process Leads**

Roger Sachse, Core Financial  
[rsachse@nasa.gov](mailto:rsachse@nasa.gov), 358-0686

Kathryn Karmazin, Travel Manager  
[kathryn.karmazin-1@nasa.gov](mailto:kathryn.karmazin-1@nasa.gov), 358-0764

Nadine Tremper, Budget Formulation  
[nadine.tremper@nasa.gov](mailto:nadine.tremper@nasa.gov), 358-1197

Pam Feters, WebTADS  
[pfeters@nasa.gov](mailto:pfeters@nasa.gov), 358-0867

## ***Feedback***

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at [jballent@hq.nasa.gov](mailto:jballent@hq.nasa.gov). If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.